

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.																																													
		4. SCHEDULE NO.																																																	
TRAVELER (PAYEE)	5. a. NAME (Last, first, middle initial) <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>			b. SOCIAL SECURITY NO. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>		6. PERIOD OF TRAVEL <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">a. FROM</td> <td style="width: 50%; border-bottom: 1px solid black;">b. TO</td> </tr> </table>		a. FROM	b. TO																																										
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	c. MAILING ADDRESS (Include ZIP Code) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			d. OFFICE TELEPHONE NO. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		7. TRAVEL AUTHORIZATION <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">a. NUMBER(S)</td> <td style="width: 50%; border-bottom: 1px solid black;">b. DATE(S)</td> </tr> </table>		a. NUMBER(S)	b. DATE(S)																																										
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e. PRESENT DUTY STATION <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			f. RESIDENCE (City and State) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		10. CHECK NO. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																														
8. TRAVEL ADVANCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">a. Outstanding</td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">b. Amount to be applied</td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">c. Amount due Government <i>(Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash)</i></td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">d. Balance outstanding</td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> </table>			a. Outstanding		b. Amount to be applied		c. Amount due Government <i>(Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash)</i>		d. Balance outstanding		9. CASH PAYMENT RECEIPT <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">a. DATE RECEIVED</td> <td style="width: 50%; border-bottom: 1px solid black;">b. AMOUNT RECEIVED</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">c. PAYEE'S SIGNATURE</td> </tr> </table>		a. DATE RECEIVED	b. AMOUNT RECEIVED	c. PAYEE'S SIGNATURE		11. PAID BY <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>																																		
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12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)</i>		<div style="border: 1px solid black; padding: 5px;"> I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7). </div> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 15%;">AGENT'S VALUATION OF TICKET <i>(a)</i></th> <th rowspan="2" style="width: 10%;">ISSUING CAR-RIER <i>(Initials)</i> <i>(b)</i></th> <th rowspan="2" style="width: 15%;">MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i></th> <th rowspan="2" style="width: 15%;">DATE ISSUED <i>(d)</i></th> <th colspan="2" style="width: 45%;">POINTS OF TRAVEL</th> </tr> <tr> <th style="width: 25%;">FROM <i>(e)</i></th> <th style="width: 20%;">TO <i>(f)</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						AGENT'S VALUATION OF TICKET <i>(a)</i>	ISSUING CAR-RIER <i>(Initials)</i> <i>(b)</i>	MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i>	DATE ISSUED <i>(d)</i>	POINTS OF TRAVEL		FROM <i>(e)</i>	TO <i>(f)</i>																																				
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13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.																																																			
TRAVELER SIGN HERE				DATE		AMOUNT CLAIMED \$																																													
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).																																																			
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)				17. FOR FINANCE OFFICE USE ONLY COMPUTATION																																															
APPROVING OFFICIAL SIGN HERE				DATE		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">a. DIFFERENCES, IF ANY <i>(Explain and show amount)</i></td> <td style="width: 40%; border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">c. APPLIED TO TRAVEL ADVANCE <i>(Appropriation symbol):</i></td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">d. NET TO TRAVELER </td> <td style="border-bottom: 1px solid black;">\$</td> </tr> </table>		a. DIFFERENCES, IF ANY <i>(Explain and show amount)</i>	\$	b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION		c. APPLIED TO TRAVEL ADVANCE <i>(Appropriation symbol):</i>	\$	d. NET TO TRAVELER	\$																																				
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15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">a. VOUCHER NO.</td> <td style="width: 33%; border-bottom: 1px solid black;">b. D.O. SYMBOL</td> <td style="width: 33%; border-bottom: 1px solid black;">c. MONTH & YEAR</td> </tr> </table>				a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR	16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT AUTHORIZED CERTIFYING OFFICIAL SIGN HERE																																												
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